



COMMISSIONER SID MILLER

## **TEXAS DEPARTMENT OF AGRICULTURE TEXAS STATE OFFICE OF RURAL HEALTH**

### **2022 TEXAS RURAL COMMUNITY PARAMEDICINE PILOT PROJECT: COMMUNITY TRAINING**

#### **Request for Grant Applications**

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##### **Executive Summary**

The goal of the Texas Rural Community Paramedicine Pilot Project: Community Education is to provide grant funding to implement training activities in the area of community paramedicine in rural Texas.

##### **Dates**

Applications must be received by Tuesday, February 15, 2022, by 11:59 pm Central Standard Time (CST).

##### **Agency Division**

Trade and Business Development – State Office of Rural Health

##### **Catalog of Domestic Federal Assistance Number**

10.525

# 2022 TEXAS RURAL COMMUNITY PARAMEDICINE PILOT PROJECT: COMMUNITY TRAINING

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**Please read all materials before preparing and submitting the application.** Failure to follow the instructions and requirements described in this Request for Applications may result in the disqualification of the application.

## Statement of Purpose

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This Request for Grant Applications (RFGA) is issued by the Texas Department of Agriculture (TDA or Grantor) pursuant to Chapter 12 of the Texas Agriculture Code (Code). Chapter 12 provides that Grantor shall encourage the proper development of agriculture and that Grantor may enter into cooperative agreements with private entities and local, state, federal and other governmental entities to carry out its duties under the Code. Chapter 12 establishes an Office of Rural Affairs within the Texas Department of Agriculture to exercise the powers and fulfill the duties outlined in Texas Government Code, Sec. 487.051, including assisting rural communities in the area of rural health.

TDA is accepting applications for the Texas Rural Community Paramedicine Pilot Project: Community Training (“Program”). The goal of the Program is to provide grant funding to implement training activities in the area of community paramedicine in rural Texas (Project). This goal shall be achieved through the development and implementation of community paramedicine training(s) to a minimum of four (4) rural Texas communities. Proposals must include the following:

- Details on the content of the trainings;
- Method of implementation (virtual, on-site, in-person, etc.).

Grantee shall work in conjunction with TDA to identify the communities that are selected to receive the proposed training(s).

## Projected Timeline

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Application Availability	February 7, 2022
Application Deadline	February 15, 2022
Anticipate Start Date of Project	March 1, 2022
End Date of Project	May 31, 2023

## Eligibility

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Eligible applicants for this Program are organizations or individuals that are able to demonstrate experience in developing and implementing community paramedicine education.

## Grantee Responsibilities and Accountability

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The selected applicant(s) (Grantee(s)) will be responsible for implementing the evaluation activities as proposed within their approved application. If selected, Grantee must work in conjunction with TDA to align their work to activities being implemented by the Texas Rural Community Paramedicine Pilot Project to the greatest extent possible. Each Grantee shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. Grantee(s) must carry out the activities described in their approved application.

Grantee(s) will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. Grantee(s) must ensure:

- Funds are used only for approved activities;
- Funds are not used in violation of the restrictions and prohibitions of applicable rules and statutes, and
- All budget reports are completed in a timely manner.

Each Grantee must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures are reported and maintained for four (4) years after the conclusion of the project, or longer if required by TDA.

## Funding Parameters

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Selected projects will receive funding on a cost-reimbursement basis. Funds will not be advanced to Grantee(s). Selected applicants must have the financial capacity to pay all costs up-front.

Grant awards, if any, are subject to the availability of funds. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly.

Allowable expenses include activities (and associated costs) to implement community paramedicine training activities.

## Term of Funding or Duration of Projects

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TDA anticipates that a Notice of Grant Award will be made on or around February 22, 2022, or as soon thereafter as practical. All approved grant projects will have a grant term commencing upon full execution of a grant agreement through May 31, 2023.

## Application Requirements

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Applications must be submitted on the form provided by TDA. The application is available for download on TDA's website at [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov), under the "Grants & Services" tab, or available upon request from TDA by calling (512) 463-6121.

Application instructions and information will be available on TDA's website <https://texasagriculture.gov/GrantsServices/GrantsandServices.aspx>

## Budget Information

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**1. Reimbursement Payments.** Grant funds will be paid on a cost reimbursement basis. Grantees will be required to submit payment requests at least quarterly, but no more frequently than monthly, to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Payment requests

shall only be submitted by Grantee(s) to TDA for reimbursement after Grantee(s) purchases the approved budget item.

**2. Matching.** No in-kind donations or matching funds are required.

**3. Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a project are eligible. Grant funds may not be used to supplant normal business costs, but instead must be used to cover the costs incurred for the approved proposed activities. Expenditures shall be reported in a timely manner and shall include sufficient documentation detailing each expense to make a determination of eligibility. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. Examples of eligible expenditures are:

- a. Contracts – agreements made with private parties to perform a portion of the award;
- b. Controlled assets are defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, link to Controlled Property Listing;
- c. Other direct expenses – any expenses that do not fall into the other categories directly related to the proposed activities;
- d. Personnel costs – both salary and benefits directly related to project implementation;
- e. Supplies and direct operating expenses – items that cost less than \$5,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;
- f. Travel – mileage reimbursement, transportation and lodging;
- g. Capital Expenditures means the cost of the asset including the cost to put it in place. Capital expenditure for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE/PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost;
  - i. Special Purpose Equipment– an article of nonexpendable, tangible personal property having a useful life of more than one year and a cost of more than \$5,000.
  - ii. Other capital assets – mean buildings and improvements to buildings or land that materially increase their value or useful life;

**4. Ineligible Expenses.** Expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Ineligible expenses must be personally reimbursed within thirty (30) days of notice of ineligibility from TDA. Examples of these expenditures include, but are not limited to the following:

- a. Alcoholic beverages;
- b. Contributions, charitable or political;
- c. Entertainment;

- d. Expenses falling outside of the contract period (*expenses incurred before the grant approved start date or after end date of agreement*);
- e. Expenses not listed in the project budget or that fail to meet the intent of the program;
- f. Expenses that are not adequately documented which would otherwise be eligible if properly documented;
- g. Gift Card/Certificates;
- h. Land (except for lease expenses);and
- i. Tips/gratuity

## Evaluation and Selection Information

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After all responses to this RFGA have been received, an administrative review will be conducted by TDA's State Office of Rural Health (SORH) program staff to determine whether an applicant has adequately responded to this RFGA.

Complete applications will be reviewed by TDA. The applications will be scored and ranked utilizing the scoring criteria listed below.

### Scoring Criteria

All eligible applications received by the published deadline will be scored and ranked utilizing the following scoring criteria:

1. Summary of Applicant Experience
  - a. The summary contains a strong overview of the experience of the applicant in implementing training activities. 5 pts.
  - b. The summary contains an adequate overview and adequate amount of related experience. 3 pts.
  - c. The summary contains a weak overview and adequate amount of related experience. 1 pt.
  - d. The summary did not contain an overview and/or did not demonstrate an adequate amount of experience. 0 pt.
2. Project Summary
  - a. The summary contains the type, purpose, activities, beneficiaries and estimated total project cost. 5 pts.
  - b. The summary contains most of the required information, but did not provide all. 3 pts.
  - c. The summary contains some of the required information, but did not provide all. 1 pt.
  - d. The applicant did not provide a project summary. 0 pts.
3. Project Problem/Need Description
  - a. The applicant convincingly describes an immediate problem/need and why funding is needed. 5 pts.
  - b. The applicant addresses a problem/need and why funding is needed. 3 pts.
  - c. The applicant does not clearly address or describe a problem/need and why funding is needed. 1 pt.
  - d. The applicant did not address a problem/need and why funding is 0 pts.

needed.

4. Evaluation Description

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| a. The applicant provides a detailed description of the project training plan and general description of expenditures/costs.    | 5 pts. |
| b. The applicant provides a description of the project training plan and general description of expenditures/costs.             | 3 pts. |
| c. The applicant does not clearly explain or describe the project training plan or a general description of expenditures/costs. | 1 pts. |
| d. The applicant did not address the project training plan, and/or a general description of expenditures/costs.                 | 0 pts. |

5. Project Budget Summary, Budget Narrative & Justification

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| a. The budget is reasonable, detailed, and provides all necessary costs and justifications.  | 5 pts. |
| b. The budget is reasonable and provides some details on necessary costs and justifications. | 3 pts. |
| c. The budget is questionable with limited details.  | 1 pts. |
| d. The budget is not provided or has no supporting details.                                  | 0 pts. |

## Submission instructions

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### LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one (1) complete, signed application. The application packet, including signed application must be **received by TDA before close of business 11:59 p.m. CST) on Tuesday, February 15, 2022.** It is the applicant's responsibility to submit all materials necessary early enough to ensure timely delivery. Applications may be submitted electronically, hand-delivered or mailed. **Late or incomplete applications will not be accepted.**

For questions regarding submission of an application and/or TDA requirements, please contact SORH at (512) 463-6121, or by email at [trenton.engledow@texasagriculture.gov](mailto:trenton.engledow@texasagriculture.gov).

### **Email submission of complete application packet:**

*[trenton.engledow@texasagriculture.gov](mailto:trenton.engledow@texasagriculture.gov)*

The e-mail subject line must reference the RFA title and applicant (**Ex: 2022 TEXAS Rural Community Paramedicine Pilot Project: Community Training "Applicant Name"**) and the email must be **received by SORH by the deadline state above.** The applicant is solely responsible for ensuring that their complete application, regardless of method of delivery, is sent to, and actually received by TDA in a timely manner and at the proper destination server. TDA will send a confirmation email after the application has been received as soon as administratively possible.

TDA takes no responsibility for electronic submissions that are captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by any TDA anti-virus or other security software.

*TDA program staff will send an email acknowledging the receipt of the application as soon as administratively possible with an application ID number.*

## General Information

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Selected applicants will receive a Notice of Grant Award (NGA) letter and an official Grant Agreement from TDA. The NGA is not legally binding until a grant agreement is fully executed.

TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state. Selected projects will receive funding on a cost-reimbursement basis.

### **Applications**

TDA reserves the right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application, or costs incurred by the applicant prior to the effective date of the grant agreement.

### **Right to Amend or Terminate Program**

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and of the State of Texas. The decision of TDA will be administratively final in this regard.

### **Proprietary Information/Public Information**

Each applicant is responsible for clearly designating any portion of the application that contains proprietary or trade secret information and must state the reason(s) the information is designated as such. Merely making a blanket claim that the entire application is protected from disclosure because it contains proprietary or trade secret information is not acceptable and may subject the entire application to release under the Texas Public Information Act (PIA), Chapter 552 of the Texas Government Code.

In the event that a public information request for the application is received, TDA shall process such request in accordance with §552.305 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.

All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the PIA.

All information submitted through the TDA-GO system is subject to disclosure under the PIA. Applicants should NOT include proprietary or otherwise confidential information in its application or other submitted information. If confidential, proprietary, trade secret or privileged material is essential to the application, please contact TDA to discuss.



## Grantee Requirements

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1. Grantee must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for performance of those duties.
2. Grantee must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grantee must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and the Texas State Auditor's Office (SAO) reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and the SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.
4. If the Grantee has a financial audit performed during the time the Grantee is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management; the Texas Grant Management Standards (TxGMS); and all other applicable federal and state law.